

Date: January 23, 2017

FOR YOUR INFORMATION MEMO

To: Mayor and Members of City Council
From: Harry Black, City Manager **HB**
Subject: District 5 Relocation - Update

As you know the Administration will be recommending moving the District 5 Police Headquarters to a renovated facility at the old Permit Center located at 3300 Central Parkway as part of the FY2018 Capital Improvement Plan (CIP).

In the meantime, assessment of the current facility continues. As has been previously reported no environmental issues have been identified at the current location. However, the FOP has raised concerns about the 34 sworn and non-sworn employees who are required to spend most of their workday in the current District 5 building. In response, I asked the Cincinnati Police Department (CPD) to review and present options related to quickly relocating these employees to other CPD facilities.

Attached is the recommended option and estimated costs. I have authorized the Police Chief to proceed with implementing this option.

Work will begin immediately and will happen in phases. The total relocation of all 34 District 5 employees is expected to take 3-4 months. Patrol officers, who spend the vast majority of their workday in the field, will continue to use this facility while the process of moving District 5 continues.

The health and safety of our employees remains a top priority. Any employees with concerns related to their work spaces should bring them to the attention their Risk Management representatives.

Attachment

cc: Sheila Hill-Christian, Assistant City Manager
Chief Eliot Isaac, Police Department
Maraskeshia Smith, Director, Public Services
Jamie Accurso, Facilities Division Manager, Public Services

Date: February 19, 2017

To: Colonel Eliot K. Isaac, Police Chief
From: Captain Jeffrey L. Butler Jr. Strategic Planning Section
Copies to:
Subject: **Relocation of District Five Non-Patrol Personnel**

The Police Department conducted a review of options to relocate District Five non-patrol personnel from 1012 Ludlow Avenue. The goal was to identify a functional temporary facility for non-patrol activities for District Five personnel. The relocation would include:

| | | |
|---|-------------------------------|-----------|
| • District Five Administrative and Command personnel: | Captain/Sergeant/Clerks: | 5 |
| • Investigative Unit personnel: | Lieutenant/Sergeant/Officers: | 17 |
| • Neighborhood Liaison Unit personnel: | Sergeant/Officers: | 5 |
| • Violent Crimes Squad personnel: | Sergeant/Officers: | <u>7</u> |
| | Total: | 34 |

The directives initially required the relocation facility to:

- Ensure the affected units and personnel remain intact
- Limit impact on other Districts/Sections/Units when possible
- Remain viable for a 12-18 month period
- Utilize an existing police facility

The review identified additional requirements to ensure continued operations, these include:

- Adequate office space
- Adequate vehicle parking spaces
- Connectivity to City local area network (LAN)
- Connectivity to City phone network
- Connectivity to RCIC/LEADS terminal
- Secured entry into the facility

The review identified two facilities that met the initial directives and identified requirements. Specifically:

- 1201 Stock Street (Camp Washington Community)
- 3201 Warsaw Avenue (East Price Hill Community)

The following is an overview of each facility with the relocation plan, impacted District/Section/Units, the required/potential corresponding actions and estimated expenses that is recommended for approval:

1201 Stock Street:

Current Occupant: Youth Services Section, Assigned Personnel: 19, Maximum Occupancy: 67

Primary use of facility:

- Administrative and management functions

- Food preparation for Department sponsored youth events
- Laundry and storage of Department youth clothing and equipment
- Youth program management, counseling and meetings

Non-police specific advantages of facility for Youth Services Section:

- Physically connected to Cincinnati Recreation Commission deep water pool and playfield

Non-police specific disadvantages of facility for Youth Services Section:

- Not on Southern Ohio Regional Transportation Authority (SORTA) / Go-Metro primary route.

Recommended New Occupants: District Five non-patrol function personnel

3201 Warsaw Avenue:

Current Occupant: None, Maximum Occupancy: 117

Proposed Occupant of Facility: Youth Services Section

Primary use of facility:

- Administrative and management functions
- Laundry and storage of Department youth clothing and equipment
- Youth program management, counseling and meetings

Required external partnership:

- Access to kitchen and meeting facilities at Cincinnati Recreation Commission for meal preparation and large event meetings.

Non-police specific advantages of facility for Youth Services Section:

- Close proximity to Cincinnati Recreation Commission deep water pool playfield and Recreation Center at 959 Hawthorne Avenue
- Close proximity to Cincinnati Public Library Price Hill Branch at 3215 Warsaw Avenue
- On Southern Ohio Regional Transportation Authority (SORTA) / Go-Metro primary route

Estimated Expenses:

These are estimates of known items without in depth research and include the assumption that existing items, i.e. computers, printers etc. will be relocated as well. I also recommend a 15% contingency budget.

Relocation:

Youth Services Section to 3201 Warsaw Avenue

- | | |
|------------------------------------|-------------|
| • Moving and packing (estimated) | \$20,000.00 |
| • Cleaning of facility (estimated) | \$5,000.00 |

District Five personnel to 1201 Stock Street

- | | |
|------------------------------------|-------------|
| • Moving and packing (estimated) | \$20,000.00 |
| • Cleaning of facility (estimated) | \$5,000.00 |

Building Occupancy Requirement Expenses (estimated):

1201 Stock Street:

- | | |
|--------------------------|-------------|
| • Key Card access system | \$7,500.00 |
| • Camera security system | \$25,000.00 |
| • Office furniture | \$20,000.00 |

Note: 3300 Central Parkway cubicles can be used

- Property locker/Armory construction/security \$1,000.00
- No Parking signage on street \$2,000.00
- Lockers for personnel \$5,000.00

3201 Warsaw Avenue: \$150,000.00

See Estimated Cost Packet with line item identification prepared by Captain James Gramke. The estimate is for basic repair for occupancy, not a complete renovation

Total Estimated Required Budget: \$240,000.00 to \$260,500.00

Contingency Budget: \$36,000.00 to \$39,075.00

Potential Corresponding Actions:

Spinney Field Personnel to 3201 Warsaw:

| | |
|---------------------------------|-----------|
| Special Services Section | 2 |
| Traffic Unit | 28 |
| Operational Support Unit | 19 |
| Canine Squad | 18 |
| Telephone Crime Reporting Unit: | 5 |
| PIVOT | 5 |
| Total: | 77 |

Relocation From Spinney Complex Estimated Costs:

- Moving and packing \$20,000.00
- Cleaning of facility \$5,000.00

Benefits of Additional Relocation of Section/Units:

The associated benefits of the additional relocation of Section/Unit personnel provide the Department an opportunity to meet previously proposed plans. These include:

- Centralization of support functions within the Patrol Bureau
- Increased police visibility in the Price Hill Community
- Establishment of a staffed sworn desk presence at the Warsaw Avenue Facility
- Opportunity to establish the Regional Training Facility at the Spinney Complex.

JLBJ

OK to Proceed
H2 BGR
2/23/17

Approved for
Final Approval
by City Mgr.
E/C
2/21/17